

CFS MONTH-END CLOSING SCHEDULE

MARCH 2003 – Revised 3/28/03

For the following modules:

PR – Purchase Requisitions (Commitments)

PO – Purchase Orders (Obligations)

AP – Accounts Payable

The **March 2003 General Ledger** will **CLOSE MONDAY, March 31, 2003, at 12:00 NOON EST.**

After 12:00 NOON EST, the modules mentioned above may begin working on April 2003 transactions; GL End Date '31-MAR-2003' will no longer be available for input, so please enter March data prior to 12:00 NOON EST on March 31, 2003.

For the following modules:

BE – Budget Execution (for BOP March entry)

The **March 2003 General Ledger** will **CLOSE MONDAY, March 31, 2003, at 4:00 pm EST.**

After 4:00 pm EST, the modules mentioned above may begin working on April 2003 transactions; GL End Date '31-MAR-2003' will no longer be available for input, so please enter March data prior to 4:00 pm EST on March 31, 2003.

For the following modules:

ALLOC – Cost Accumulation/Allocation

March's Cost Accumulation Over/Under process will be kicked off @ *****12:05 pm***** EST on Monday, March 31st & currently takes from 23-26 hours to complete.

AR – Accounts Receivable

GJ – General Journal

GL – General Ledger

The **March 2003 General Ledger** will **CLOSE** on **TUESDAY, April 1, 2003, at 3:00 pm EST.**

After 3:00 pm EST, the modules mentioned may begin working on April 2003 transactions; GL End Date '31-MAR-2003' will no longer be available for input, so please enter March data prior to 3:00 pm EST on April 1, 2003.

NOTE: On Monday, March 31st & Tuesday, April 1st, please do **NOT** enter April transactions while March is still open.

SPECIAL INSTRUCTIONS for **Summary Level Transfer (SLT) & Labor Processing (GJs), including Labor Cost Adjustments (GJs)** transaction entry:

Please do **NOT** enter **ANY** SLT or Labor GJ transactions **after ***12:00 NOON*** EST, Monday, March 31st or at ANY TIME on Tuesday, April 1st.**

These transactions may affect the Cost Accumulation Over/Under process running at 12:05 pm EST on Monday, March 31st.

NOTE #1: **DISBURSEMENT PROCESS (PM102, PM103, PM206) will NOT run on the last THREE business days of the month.**

3/28/2003

11:55 AM

NOTE #2: DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing.

*****IMPORTANT*****

The MARCH schedule may change due to payroll processing on March 31st.

Please pass this information along to end users in your area or any others you think may be interested.